



**North Carolina Department of Health and Human Services
Division of Aging and Adult Services**

2101 Mail Service Center • Raleigh, North Carolina 27699-2101
Tel 919 733-3818 • Fax No. 919 715-0023

Michael F. Easley, Governor
Dempsey Benton, Secretary

Dennis W. Streets, Director
919-733-3983

January 3, 2008

**DEAR HEALTH DEPARTMENT DIRECTOR
DEAR DEPARTMENT ON AGING DIRECTOR**

SUBJECT: 2007 End-of-Year DHHS Blanket Bond Reconciliation

The Adult Services Section of the Division of Aging and Adult Services (DAAS) is responsible for management of the Department of Health and Human Services (DHHS) Blanket Bond for Disinterested Public Agent Guardians. As part of this responsibility, we are preparing for the 2007 annual accounting with the insurance carrier. This accounting requires that accurate information be submitted to the insurance carrier regarding the names of all wards represented by public agent guardians and the amount of each ward's bond. It is important that our records be kept up-to-date to maintain valid coverage for each ward registered in the DHHS Blanket Bond system. In addition, the amount of the premium paid by DHHS for the total bond is based on the aggregate amount of bond for each ward. You are responsible for notifying DAAS of any changes in the status of each ward throughout the year. We appreciate your taking time to review the enclosed information so that we may keep our records updated.

The attached "*Wards by Agency Report*" lists the wards for whom our records indicate you have guardianship responsibility. The report was current as of January 3, 2008, the date it was printed. We request that you closely review each entry on the report, paying particular attention to the following items:

1. Wards you are no longer responsible for and whose names should be deleted from your list.
2. Wards you are responsible for but whose names are not on the list.
3. Wards' dates of birth.
4. The amount of estate and bond coverage listed for each ward.
5. The name and position of the public agent guardian.

Please note that North Carolina General Statute 35A-1239 requires bond coverage for all disinterested public agents appointed to serve as guardians, whether they are guardians of the person, estate or general guardians.

If you need to make changes and updates to your DHHS Blanket Bond list, you must submit them on a DHHS-7016 (rev. 1/04) form. A copy of this form is attached for your convenience. Please make additional copies if you are updating the status of more than one ward. A copy of the form may also be obtained at <http://info.dhhs.state.nc.us/olm/manuals/doa/gs/man/dhhs7016.pdf>.

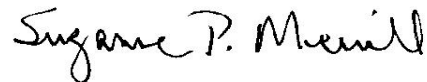
All DHHS-7016 forms containing necessary changes and updates to your list of wards should be mailed to:

Kate Walton, Guardianship Program Consultant
Division of Aging and Adult Services
Adult Services Section
2101 Mail Service Center
Raleigh, NC 27699-2101.

PLEASE SUBMIT ALL CHANGES AND/OR UPDATES BY February 4, 2008.

If you have questions or need additional information, please contact Ms. Walton at (919) 733-3818.

Sincerely,

A handwritten signature in black ink that reads "Suzanne P. Merrill". The signature is written in a cursive style with a large, stylized 'S' at the beginning.

Suzanne P. Merrill, Chief
Adult Services Section

SM/ksw

AFS-02-2008

Attachments